SAN FRANCISCO PUBLIC LIBRARY
3 1223 06801 3664

TENTATIVE RECOMMENDATIONS

FOR

CONSOLIDATION OF CERTAIN

INSPECTION SERVICES

IN THE

DEPARTMENT OF PUBLIC HEALTH

CITY AND COUNTY OF SAN FRANCISCO

oooOooo

DOCUMENTS DEPT.
NOV 21 1955
SAN FRANCISCO
PUBLIC LIBRARY

CIVIL SERVICE COMMISSION OF SAN FRANCISCO
FEBRUARY 4, 1942

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

151 CITY HALL

FEBRUARY 4, 1942

TO: CIVIL SERVICE COMMISSION

THROUGH: MR. HENDERSON

FROM: MRS. DOLEN

SUBJECT: TENTATIVE PLAN FOR CONSOLIDATION OF CERTAIN INSPECTION SERVICES IN THE DEPARTMENT OF PUBLIC HEALTH

ATTACHED HERETO IS A REPORT PROPOSING A TENTATIVE PLAN FOR CONSOLIDATION OF CERTAIN INSPECTION SERVICES IN THE DEPARTMENT OF PUBLIC HEALTH.

THIS REPORT IS THE RESULT OF A STUDY MADE OF PRACTICES GOVERNING INSPECTION SERVICES IN MAJOR CITIES IN THE UNITED STATES. THE STUDY WAS MADE AT THE REQUEST OF MR. T. A. BROOKS, CHIEF ADMINISTRATIVE OFFICER.

THIS REPORT DOES NOT PROPOSE TO COMPLETE ALL DETAILS OF THE PLAN BUT IS PRESENTED AS A BASIS FOR DISCUSSION. IF IT IS APPROVED IT IS SUGGESTED THAT A COMMITTEE FROM THE GROUP AFFECTED MEET WITH THE CHIEF ADMINISTRATIVE OFFICER AND THE CIVIL SERVICE COMMISSION FOR FINAL ANALYSIS.

RESPECTFULLY

(MRS.) KATHLEEN DOLEN
SUPERVISOR OF WAGE SCALES AND CLASSIFICATIONS

KD:H

APPROVED: PERSONNEL DIRECTOR AND SECRETARY

3 1223 06801 3664

TENTATIVE RECOMMENDATIONS
FOR
CONSOLIDATION OF CERTAIN INSPECTION SERVICES
IN THE
DEPARTMENT OF PUBLIC HEALTH
CITY AND COUNTY OF SAN FRANCISCO

1. JURISDICTIONS TO WHICH ATTACHED LETTER AND QUESTIONNAIRE WERE SENT:

   BALTIMORE, MARYLAND
   BOSTON, MASSACHUSETTS
   BUFFALO, NEW YORK
   CHICAGO, ILLINOIS
   CLEVELAND, OHIO
   DETROIT, MICHIGAN
   KANSAS CITY, MISSOURI
   LOS ANGELES, CALIFORNIA
   MILWAUKEE, WISCONSIN
   NEW YORK, NEW YORK
   PHILADELPHIA, PENNSYLVANIA
   ST. LOUIS, MISSOURI
   WASHINGTON, D. C.
   LOS ANGELES COUNTY CIVIL SERVICE COMMISSION
   UNITED STATES CIVIL SERVICE COMMISSION

   RESPONSES WERE RECEIVED FROM THIRTEEN OF THESE JURISDICTIONS.

2. RESEARCH AGENCIES SENT ATTACHED LETTER AND QUESTIONNAIRE:

   COMMISSION ON GOVERNMENT EFFICIENCY AND ECONOMY
   BALTIMORE, MARYLAND

   DETROIT BUREAU OF GOVERNMENTAL RESEARCH
   DETROIT, MICHIGAN

   GOVERNMENTAL RESEARCH INSTITUTE, INC.
   HARTFORD, CONNECTICUT

   CIVIC RESEARCH INSTITUTE
   KANSAS CITY, MISSOURI

   NEW HAVEN TAXPAYERS, INC.
   NEW HAVEN, CONNECTICUT

   PROVIDENCE GOVERNMENTAL RESEARCH BUREAU
   PROVIDENCE, RHODE ISLAND

   GOVERNMENTAL RESEARCH INSTITUTE
   ST. LOUIS, MISSOURI

3. OTHER SOURCES OF INFORMATION:

   CIVIL SERVICE ASSEMBLY OF THE UNITED STATES AND CANADA
   UNITED STATES PUBLIC HEALTH SERVICE
   PUBLIC ADMINISTRATION SERVICE
   EDNA TRULL - AUTHOR OF "THE ADMINISTRATION OF REGULATORY INSPECTION SERVICES IN AMERICAN CITIES, 1932"
   PRESIDENT, HEALTH DEPARTMENT OF CHICAGO, ILLINOIS.

4. REFERENCE MATERIAL USED:

   HEALTH DEPARTMENT, CITY OF CHICAGO

   REPORT OF A SURVEY OF THE HEALTH DEPARTMENT AND OTHER HEALTH AGENCIES IN THE DISTRICT OF COLUMBIA

   THE ADMINISTRATION OF REGULATORY INSPECTION SERVICES IN AMERICAN CITIES - TRULL, 1932

   MISCELLANEOUS MATERIAL ON PARTIAL STUDIES HERETOFORE MADE BY CIVIL SERVICE COMMISSION OF SAN FRANCISCO

RECAPITULATION OF INFORMATION

FOUR OF THE JURISDICTIONS CONTACTED DID NOT COMBINE INSPECTION SERVICES;

SEVEN COMBINED THEIR INSPECTION SERVICES TO A GREATER DEGREE THAN SAN FRANCISCO;

SEVEN COMBINED FOOD & RESTAURANT AND MARKET INSPECTIONS - THREE ALONE AND FOUR WITH OTHERS;

FOUR COMBINED HOUSING AND INDUSTRIAL INSPECTIONS - TWO ALONE AND TWO WITH OTHERS;

THE DETAIL IS AS FOLLOWS:

FOOD & RESTAURANT WITH MARKET	3
FOOD & RESTAURANT WITH MARKET, ABATTOIR AND DAIRY	1
FOOD & RESTAURANT WITH MARKET ABATTOIR, DAIRY AND HOUSING	1
FOOD & RESTAURANT WITH MARKET, ABATTOIR, DAIRY, HOUSING AND INDUSTRIAL	2
FOOD & RESTAURANT WITH ABATTOIR	1
ABATTOIR WITH VETERINARIAN	1
HOUSING AND INDUSTRIAL	2
BUILDING, PLUMBING AND ELECTRICAL	1
NONE COMBINED	4

MR. PERROTT OF THE NATIONAL INSTITUTE OF HEALTH, UNITED STATES PUBLIC HEALTH SERVICE RECOMMENDS CONSOLIDATION OF BUILDING INSPECTION WITH PLUMBING, AND HOUSING, AND POSSIBLY WITH INDUSTRIAL; ABATTOIR AND VETERINARIAN; FOOD & RESTAURANT WITH MARKET.

TWO OF THE JURISDICTIONS COMBINING DIFFERENT PHASES OF INSPECTION SERVICES HAVE A PROMOTIVE PROGRAM AND JUNIOR INSPECTORS ARE TAKEN INTO THE SERVICE AND GIVEN A COMPREHENSIVE TRAINING IN ALL PARTS OF THE WORK BEFORE BEING PROMOTED TO WORK WITHOUT DIRECT SUPERVISION. ANOTHER JURISDICTION HAS AN ESTABLISHED IN-SERVICE TRAINING PROGRAM. SEVERAL OF THE JURISDICTIONS SENT SAMPLES OF EXAMINATION ANNOUNCEMENTS WHICH WILL BE HELPFUL TO US IN PREPARING FUTURE MINIMUM REQUIREMENTS FOR INSPECTION CLASSES.

OUR QUESTION ON THE METHOD OF ASSIGNING INSPECTORS WAS NOT GENERALLY UNDERSTOOD TO COVER THE POINT WE HAD IN MIND - THAT IS THE METHOD OF DISTRICTING - SO THE INFORMATION IS NOT USABLE. ONLY ONE AGENCY REPORTED ASSIGNMENT BY GEOGRAPHICAL AREA.

CONCLUSIONS REACHED FROM INFORMATION

THE MAJOR TREND SEEMS TO BE TO COMBINE ALL TYPES OF FOOD INSPECTION AND TO COMBINE HOUSING AND INDUSTRIAL INSPECTION. THIS SEEMS TO BE A REASONABLE CONSOLIDATION FROM A PRACTICAL POINT OF VIEW.

WE DO NOT CONCUR IN A CONSOLIDATION OF FOOD INSPECTION WITH SANITARY INSPECTION. WHILE BOTH POINT TO THE SAME OBJECTIVE - INSPECTION FOR CONFORMATION WITH HEALTH LAWS - WE DO NOT DEEM IT ADVISABLE TO HAVE THE SAME INSPECTOR

INSPECT FOODSTUFFS AND SANITARY CONVENIENCES, OR GARBAGE DISPOSAL.

IN ADDITION TO THIS OBJECTION, TWO TYPES OF PERSONNEL ARE DESIRABLE FOR SATISFACTORY PERFORMANCE IN THESE TWO CLASSES OF INSPECTION, ONE WITH A BACKGROUND OF EXPERIENCE IN HANDLING FOODS, THE OTHER WITH A BACKGROUND OF SANITATION AND SOME KNOWLEDGE OF BUILDING CONSTRUCTION.

WE DO NOT SUGGEST THE CONSOLIDATION OF BUILDING, HOUSING AND INDUSTRIAL, AS BUILDING INSPECTION IS CONCERNED DIRECTLY WITH CONSTRUCTION AS TO BUILDING LAWS AND DEALS PRIMARILY WITH NEW CONSTRUCTION, HOUSING AND INDUSTRIAL INSPECTION ARE CONCERNED DIRECTLY WITH SANITARY ASPECTS OF LIVING AND WORKING CONDITIONS IN EXISTING STRUCTURES.

AS A MATTER OF DISCUSSION THEREFOR, WE SUGGEST THE FOLLOWING TENTATIVE PLAN DIVIDED INTO ULTIMATE OBJECTIVES AND PRESENT PROPOSALS. THE ULTIMATE OBJECTIVES ARE PLACED IN THIS REPORT AS A BASIS FOR SOME FUTURE STUDY, SUBJECT TO FURTHER CONSIDERATION ON CERTAIN POINTS:

ULTIMATE OBJECTIVES

1. COMBINE BUILDING, PLUMBING AND ELECTRICAL INSPECTORS
2. COMBINE HOUSING AND INDUSTRIAL INSPECTORS
3. COMBINE FOOD & RESTAURANT WITH MARKET INSPECTORS
4. COMBINE ABATTOIR, VETERINARIAN AND DAIRY INSPECTORS

DISCUSSION OF ULTIMATE OBJECTIVES

1. BUILDING, PLUMBING AND ELECTRICAL INSPECTORS BASICALLY DEAL WITH THE SAME SUBJECT AND INSPECT THE SAME PLACES, ALL UNDER WELL DEFINED LAWS AND REGULATIONS. THE MINIMUM REQUIREMENTS CAN BE THE SAME.

(A) CHECK LAWS RE POSSIBILITY OF TRANSFERRING PLUMBING INSPECTION TO THE DEPARTMENT OF PUBLIC WORKS AND COMBINING SERVICE.

(B) WHY ISN'T THE DEPARTMENT OF ELECTRICITY UNDER THE DEPARTMENT OF PUBLIC WORKS? WE SUGGEST PERUSAL OF LAWS TO BE AMENDED TO COMBINE THESE THREE CLASSES UNDER ONE "BUILDING INSPECTOR". PERHAPS THE ELECTRICAL INSPECTOR CLASS SHOULD BE SPLIT TO TRANSFER ONLY BUILDING INSPECTING RE ELECTRICITY TO THE NEW CLASS.

2. HOUSING AND INDUSTRIAL INSPECTORS BASICALLY DEAL WITH THE SAME PROBLEMS BUT ONE IN HOMES AND ONE IN INDUSTRIAL CENTERS. MINIMUM REQUIREMENTS CAN BE THE SAME.

3. FOOD AND MARKET INSPECTORS DEAL WITH FOODSTUFFS AND THE SAME TYPES OF BUSINESSES OFTEN COMBINED UNDER ONE ROOF. THIS WILL PREVENT TWO INSPECTORS FOR ONE FIRM. MINIMUM REQUIREMENTS CAN BE THE SAME.

4. ABATTOIR, VETERINARIAN AND DAIRY INSPECTORS - SAME FUNDAMENTAL KNOWLEDGE AND ABILITY REQUIRED FOR THESE TYPES OF INSPECTIONS. ALL DEAL WITH ANIMALS, AND KNOWLEDGE OF ANIMAL HUSBANDRY BASIC REQUIREMENT FOR ALL THREE. VETERINARIAN'S LICENSE IS NOW REQUIRED FOR VETERINARIAN AND ABATTOIR INSPECTORS BUT NOT FOR DAIRY INSPECTOR, ALTHOUGH WE BELIEVE IT WOULD BE BETTER FOR THE SERVICE TO HAVE A LICENSED VETERINARIAN HANDLE DAIRY INSPECTIONS. BECAUSE THERE IS A SHORTAGE OF LICENSED VETERINARIANS AT THIS TIME, AND THE EXAMINATION WOULD HAVE TO BE OPEN TO THE NATION, WE SUGGEST THIS CONSOLIDATION WAIT UNTIL RECRUITMENT IS MORE FAVORABLE.

PRESENT PROPOSALS

1. IMMEDIATELY COMBINE THE CLASSES OF HOUSING AND INDUSTRIAL INSPECTORS UNDER A NEW CLASS OF "SANITARY INSPECTOR".

2. IMMEDIATELY COMBINE THE CLASSES OF FOOD & RESTAURANT INSPECTOR WITH MARKET INSPECTOR UNDER A NEW CLASS OF "FOOD INSPECTOR".

3. IMMEDIATELY COMBINE THE CLASSES ABATTOIR INSPECTOR AND VETERINARIAN UNDER A NEW CLASS OF "VETERINARIAN INSPECTOR".

4. DIVIDE THE CITY INTO FOUR DISTRICTS FOR THE INSPECTION OF FOODSTUFFS, RESTAURANTS, MARKETS, AND HOUSING, WORKING AND OTHER SANITARY CONDITIONS. WE PROPOSE THE FOLLOWING DIVISION WHICH IS PREDICATED UPON A DISTRIBUTION OF AREAS

ACCORDING TO ZONING RESTRICTIONS. FOR ACTUAL NUMBER OF BLOCKS OF EACH TYPE OF ZONING REFER TO MAPS OF THE CITY PLANNING COMMISSION.

DIVISION OF THE CITY INTO FOUR INSPECTION DISTRICTS

DISTRICT NO. 1: COMMENCING AT THE BAY AND RUNNING SOUTHERLY ALONG THE EASTERLY SIDE OF LYON STREET TO GEARY STREET; THENCE EASTERLY ON THE NORTHERLY SIDE OF GEARY STREET TO DIVISADERO STREET; THENCE SOUTHERLY ALONG THE EASTERLY SIDE OF DIVISADERO STREET TO MARKET STREET; THENCE NORTHEASTERLY ON THE NORTHERLY SIDE OF MARKET STREET TO THE WATERFRONT; THENCE NORTHWESTERLY ALONG THE WATERFRONT TO THE POINT OF COMMENCEMENT.

THIS DISTRICT INCLUDES THE FOLLOWING TYPES OF BUSINESS, INDICATED IN THE ORDER OF PREDOMINANCE:

(A) COMMERCIAL
(B) LIGHT INDUSTRIAL
(C) HEAVY INDUSTRIAL
(D) SECOND INDUSTRIAL
(E) FIRST INDUSTRIAL

AREA: 5.72 SQUARE MILES.

DISTRICT NO. 2: COMMENCING AT THE WATERFRONT AND THE FOOT OF MARKET STREET AND RUNNING SOUTHWESTERLY ALONG THE SOUTHERLY SIDE OF MARKET STREET TO VAN NESS AVENUE SOUTH; THENCE SOUTHERLY ALONG THE EASTERLY SIDE OF VAN NESS AVENUE SOUTH TO ARMY STREET; THENCE EASTERLY ALONG THE NORTHERLY SIDE OF ARMY STREET TO BAYSHORE BOULEVARD; THENCE SOUTHERLY ALONG THE EASTERLY SIDE OF BAYSHORE BOULEVARD TO THE COUNTY LINE.

THIS DISTRICT INCLUDES THE FOLLOWING TYPES OF BUSINESS, INDICATED IN THE ORDER OF PREDOMINANCE:

(A) HEAVY INDUSTRIAL
(B) LIGHT INDUSTRIAL
(C) UNRESTRICTED
(D) FIRST AND SECOND RESIDENTIAL
(E) COMMERCIAL

AREA: 7.4 SQUARE MILES. (ACTUALLY THERE ARE 9.63 SQUARE MILES BY MAP BUT 2.23 SQUARE MILES ARE SUBMERGED.)

DISTRICT NO. 3: COMMENCING AT THE SOUTHWESTERLY CORNER OF MARKET STREET AND VAN NESS AVENUE SOUTH AND RUNNING SOUTHERLY ALONG THE WESTERLY SIDE OF VAN NESS AVENUE SOUTH TO ARMY STREET; THENCE EASTERLY ALONG THE SOUTHERLY SIDE OF ARMY STREET TO BAYSHORE BOULEVARD; THENCE SOUTHERLY ALONG THE WESTERLY SIDE OF BAYSHORE BOULEVARD TO THE COUNTY LINE; THENCE WESTERLY ALONG THE COUNTY LINE TO JUNIPERO SERRA BOULEVARD; THENCE NORTHERLY ALONG THE EASTERLY SIDE OF JUNIPERO SERRA BOULEVARD TO PORTOLA DRIVE; THENCE NORTHEASTERLY ALONG THE SOUTHERLY SIDE OF PORTOLA DRIVE TO MARKET STREET; THENCE SOUTHEASTERLY ALONG THE SOUTHERLY SIDE OF MARKET STREET TO THE POINT OF COMMENCEMENT.

THIS DISTRICT INCLUDES THE FOLLOWING TYPES OF BUSINESS, INDICATED IN ORDER OF PREDOMINANCE:

(A) SECOND RESIDENTIAL
(B) FIRST RESIDENTIAL
(C) COMMERCIAL

AREA: 11.2 SQUARE MILES.

[illegible]

[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]

[illegible]

[illegible]

[illegible]

[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

DISTRICT NO. 4: COMMENCING AT THE BAY AND RUNNING SOUTHERLY ALONG THE WESTERLY SIDE OF LYON STREET TO GEARY STREET; THENCE EASTERLY ALONG THE SOUTHERLY SIDE OF GEARY STREET TO DIVISADERO STREET; THENCE SOUTHERLY ALONG THE WESTERLY SIDE OF DIVISADERO STREET TO MARKET STREET; THENCE SOUTHWESTERLY ALONG THE NORTHERLY SIDE OF MARKET STREET TO PORTOLA DRIVE; THENCE SOUTHWESTERLY ALONG THE NORTHERLY SIDE OF PORTOLA DRIVE TO JUNIPERO SERRA BOULEVARD; THENCE SOUTHERLY ALONG THE WESTERLY SIDE OF JUNIPERO SERRA BOULEVARD TO THE COUNTY LINE; THENCE WESTERLY ALONG THE COUNTY LINE TO THE BAY. THIS DISTRICT IS BOUND ON THE WEST AND NORTH BY THE PACIFIC OCEAN, GOLDEN GATE, AND THE SAN FRANCISCO BAY.

THIS DISTRICT INCLUDES THE FOLLOWING TYPES OF BUSINESS, INDICATED IN THE ORDER OF PREDOMINANCE:

(A) SECOND RESIDENTIAL
(B) FIRST RESIDENTIAL
(C) DIST. COMMERCIAL

AREA: 12.44 SQUARE MILES. (INCLUDES GOLDEN GATE PARK, 1.7 SQUARE MILES, BUT DOES NOT INCLUDE THE PRESIDIO, FORT MILEY AND LAGUNA DE LA MERCED DISTRICTS, WHICH ARE A TOTAL OF 5.3 SQUARE MILES.)

5. ASSIGN A DISTRICT SUPERVISOR TO BE IN CHARGE OF EACH OF THESE DISTRICTS; DISTRICTS 1, 2 AND 3, WHICH WILL BE HEAVY INSPECTION DISTRICTS, SHOULD ALSO EACH HAVE AN ASSISTANT DISTRICT SUPERVISOR. THESE POSITIONS TO BE ESTABLISHED BY RECLASSIFICATION OF THE CHIEF HOUSING INSPECTOR, CHIEF INDUSTRIAL INSPECTOR, CHIEF FOOD AND RESTAURANT INSPECTOR, AND CHIEF MARKET INSPECTOR TO DISTRICT SUPERVISORS, AND THE THREE ASSISTANT CHIEF FOOD INSPECTORS TO ASSISTANT DISTRICT SUPERVISORS. THE OCCUPANTS TO BE GIVEN STATUS IN THE NEW CLASSES.

THE FOUR DISTRICTS TO BE COORDINATED UNDER THE SUPERVISION OF THE OCCUPANT OF A PROPOSED NEW POSITION OF CHIEF FOOD AND SANITARY INSPECTOR, WHO WOULD REPORT DIRECTLY TO THE ASSISTANT DIRECTOR OF PUBLIC HEALTH.

WE DO NOT PROPOSE TO DISTRICT THE INSPECTION OF DAIRY, ABATTOIR AND VETERINARY UNITS, BUT ONLY TO CONSOLIDATE THE VETERINARIAN AND ABATTOIR INSPECTOR CLASSIFICATIONS. THIS WILL MAKE FOR MORE FLEXIBLE ASSIGNMENTS. THESE INSPECTIONS ARE DISTRICTED NOW BY REASON OF THEIR TYPE OF ACTIVITIES. WE DO PROPOSE, HOWEVER, TO RETITLE THE CHIEF ABATTOIR INSPECTOR TO CHIEF VETERINARIAN INSPECTOR. IT IS PROPOSED THAT THE DAIRY, ABATTOIR AND VETERINARY INSPECTION ACTIVITIES BE COMBINED UNDER THE CHIEF VETERINARIAN INSPECTOR WHO WILL REPORT DIRECTLY TO THE ASSISTANT DIRECTOR OF PUBLIC HEALTH.

WE DO NOT PROPOSE TO CHANGE THE DIVISION OF PLUMBING INSPECTION IN ANY WAY AT THIS TIME.

6. HAVE IN-SERVICE TRAINING PROGRAM PRIOR TO THE PROPOSED CONSOLIDATION:

(A) PLACE THE PROGRAM IN CHARGE OF THE CHIEFS OF PRESENT DIVISIONS.

(B) REASSIGN PRESENT PERSONNEL AS FOLLOWS:

FOOD TO MARKET	MARKET TO FOOD
INDUSTRIAL TO HOUSING	HOUSING TO INDUSTRIAL
VETERINARIAN TO ABATTOIR	ABATTOIR TO VETERINARIAN

REASSIGNMENTS TO BE MADE INDIVIDUALLY RATHER THAN GROUPS AND EACH MAN TO HAVE SUFFICIENT PERIOD OF TRAINING IN CONSOLIDATED FIELD TO MAKE HIM SUFFICIENTLY COMPETENT TO HANDLE A DISTRICT OF COMBINED RESPONSIBILITIES.

(C) HAVE MANUAL OF ALL INSPECTION REGULATIONS AVAILABLE FOR EACH TYPE OF INSPECTION.

(D) START THE TRAINING PROGRAM IMMEDIATELY AND COMPLETE FOR NEW PROCEDURES TO BE INSTALLED JULY 1, 1942.

(E) THAT TRAINING PROGRAM BE AT LEAST 1 MONTH PER PERSON - 2 WEEKS UNDER DIRECT SUPERVISION AND 2 WEEKS GENERAL.

(F) THAT EACH CHIEF OF PRESENT DIVISION PREPARE COMPLETE WORKING INSTRUCTIONS FOR HIS PARTICULAR UNIT AND THESE BE MADE AVAILABLE FOR ALL INSPECTORS TO STUDY.

(G) THAT IN ADDITION TO THE FIELD TRAINING PROGRAM THE CHIEFS BE REQUESTED TO CONDUCT SHORT DAILY SESSIONS RE POSSIBLE DIFFICULTIES IN EACH PARTICULAR FIELD AND MEANS OF OVERCOMING THEM, RECENT COMPLAINTS, POSSIBLE IMPROVEMENTS IN PROCEDURE, ETC.

NOTE: THE CITY OF CLEVELAND HAS AN IN-SERVICE TRAINING PROGRAM AND HAS AT OUR REQUEST SUBMITTED SOME MATERIAL SHOWING TYPE OF ACTIVITIES AND PRACTICES FOLLOWED. THEY MAY BE REFERRED TO FOR FURTHER ASSISTANCE.

IF THE PRESENT PROPOSALS ARE INAUGURATED, A STUDY OF PRINTED FORMS SHOULD BE MADE WITH STANDARDIZATION AND CONSOLIDATION AS AN OBJECTIVE. A STANDARD DAILY REPORT FOR EACH INSPECTOR SHOULD ALSO BE ESTABLISHED WHICH WILL CLEARLY INDICATE BY A CHECKING SYSTEM EACH INSPECTION MADE AND ITEMS INSPECTED .

A PLAN FOR ROUTING AND REGULATING OF INSPECTIONS AND ESTABLISHMENT OF INSPECTION AREAS WITHIN DISTRICTS WILL ALSO HAVE TO BE WORKED OUT.

IT IS OUR SUGGESTION THAT INSPECTORS BE ROTATED REGULARLY IN DISTRICTS AND FROM ONE DISTRICT TO ANOTHER SEMI-ANNUALLY.

IN CONCLUSION

THE PROPOSED PLAN IS BASED UPON A PRACTICAL CONSOLIDATION OF RELATED CLASSES OF EMPLOYMENT AND RELATED MINIMUM REQUIREMENTS FOR GOOD PERFORMANCE;

INTENDS TO ELIMINATE DUPLICATION OF INSPECTIONAL VISITS TO PLACES AND DISTRICTS;

CAN BE PUT INTO OPERATION WITHOUT UNDULY DISRUPTING THE SERVICE;

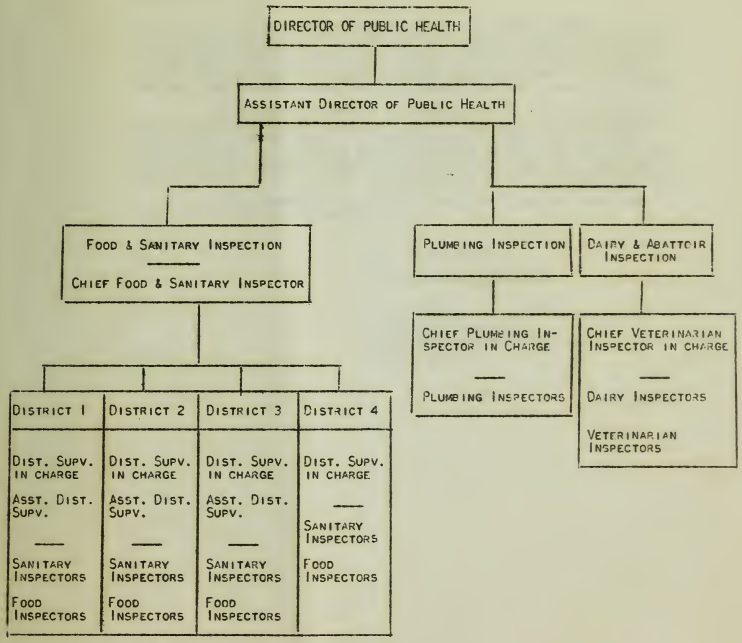
RIGHTS OF PRESENT OCCUPANTS CAN BE DETERMINED WITHOUT ADVERSELY AFFECTING THEM;

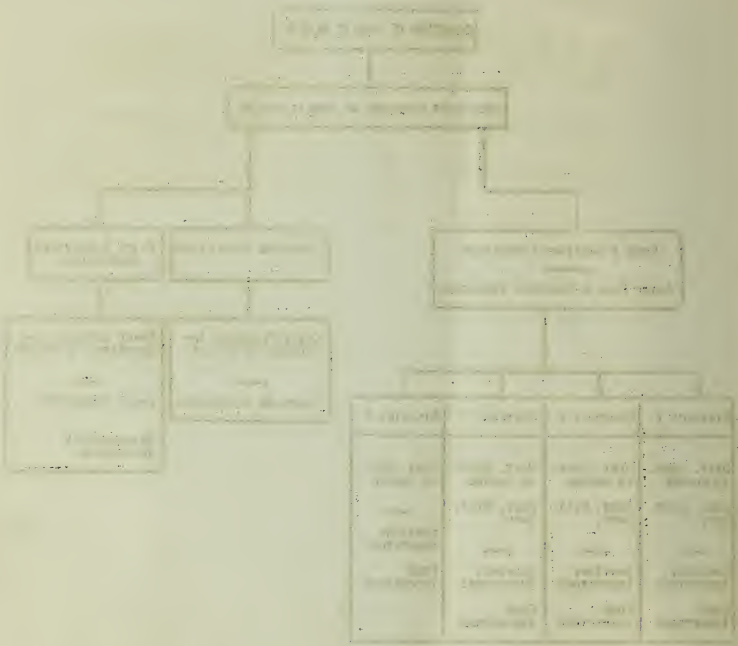
EXAMINATION PROCEDURES AND RECRUITMENT OF ELIGIBLES CAN BE HANDLED WITHOUT DIFFICULTY;

WILL PROBABLY RESULT IN DECREASED COSTS IN TRANSPORTATION, PRINTING, AND ULTIMATELY IN PERSONNEL.

0000000

PROPOSED ORGANIZATION OF INSPECTION SERVICES





CIVIL SERVICE COMMISSION OF SAN FRANCISCO

151 CITY HALL

AUGUST 7, 1941

GENTLEMEN:

THE CIVIL SERVICE COMMISSION HAS BEEN ASKED TO MAKE A STUDY OF THE INSPECTION DIVISIONS IN THE CITY AND COUNTY OF SAN FRANCISCO FOR THE PURPOSE OF DETERMINING WHETHER OR NOT IT WILL BE PRACTICAL TO COMBINE CERTAIN INSPECTION SERVICES WHICH ARE NOW SEPARATE UNITS. THIS WOULD INVOLVE CONSOLIDATION OF SEVERAL EXISTING CLASSIFICATIONS OF INSPECTORS, AND ONE EXAMINATION AND ONE LIST OF ELIGIBLES FOR THE CONSOLIDATED CLASS.

BEFORE ATTEMPTING SUCH A STUDY WE WISH TO SECURE INFORMATION FROM OTHER LARGE JURISDICTIONS AS TO THEIR PRACTICES IN REGARD TO PROVIDING INSPECTION SERVICES. WE ATTACH HERETO A LIST OF OUR PRESENT CLASSIFICATIONS OF INSPECTORS IN THIS CITY AND COUNTY, SOME OF WHICH ARE INVOLVED IN THE PROPOSED COMBINATION OF INSPECTION SERVICES. WILL YOU PLEASE READ THE DUTIES OF THESE INSPECTORS AND ANSWER THE QUESTIONS ASKED.

THIS INFORMATION WILL BE VALUABLE TO US IN OUR STUDY, AND YOUR COOPERATION WILL BE APPRECIATED.

VERY TRULY YOURS

CIVIL SERVICE COMMISSION

Kathleen Dolen

(MRS.) KATHLEEN DOLEN
SUPERVISOR OF WAGE SCALES AND
CLASSIFICATIONS

KD:H

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

151 City Hall

August 7, 1941

QUESTIONNAIRE RE INSPECTION SERVICES

A106. BUILDING INSPECTOR. Inspects (1) construction or reconstruction of buildings in an assigned district to check conformity with approved plans and specifications and building laws, and makes reports thereon; or as assigned, checks and approves plans and specifications for construction or reconstruction of buildings to insure conformity with building laws and ordinances but not involving checking plans or specifications requiring engineering knowledge; or (2) inspects the construction of public buildings to insure conformity of workmanship and all materials and installations to plans and specifications, and interprets plans and specifications for contractors and foremen.

A412. PLUMBING INSPECTOR. Under the direction of the Chief Plumbing Inspector, inspects materials and workmanship of plumbing in buildings under construction in an assigned district, to insure conformity with laws and ordinances and with approved plans and specifications; reports violations and orders changes, or halts operations or makes arrests; orders repairs; investigates complaints and makes reports thereon; requires the qualifications of a master plumber, or a foreman plumber, or a journeyman plumber.

N52. FOOD AND RESTAURANT INSPECTOR, MALE. Inspects milk and foodstuffs in food factories, hotels, restaurants, delicatessens, stores or elsewhere to see that pure food laws and ordinances are enforced and that buildings conform to law as to ventilation, light, rat-proofing, elimination of odors and smoke and general sanitary conditions; condemns inferior products after chemical or bacteriological examination and report; reports violations or unsatisfactory conditions

N56. MARKET INSPECTOR. Inspects meat, poultry, and fish offered for sale in markets and meat product factories; exercises independent judgment in condemning inferior or diseased meats; inspects sanitary conditions of markets; reports violations of law or unsanitary conditions.

N60. ABATTOIR INSPECTOR. Inspects carcasses for disease; or the premises where food animals are kept or slaughtered for unsanitary conditions; reports findings and action taken; requires successful experience as an inspector of abattoirs or the training of a licensed veterinarian.

N62. VETERINARIAN. Inspects live animals or carcasses for disease, or the premises where such animals are kept or slaughtered, for unsatisfactory conditions where such duties involve responsibility for and supervision of such inspections at an abattoir; and requires, under state law, the qualifications and training of a licensed veterinarian. Condemns diseased animals or meat; reports findings and action taken.

N64. DAIRY INSPECTOR. Inspects personnel, plant, equipment, methods, and herds of dairies supplying milk for sale in San Francisco; condemns unsanitary milk supply and retains diseased animals for condemnation by a licensed veterinarian; reports findings and action taken; requires knowledge of, or experience in, animal husbandry and dairy science.

N204. HOUSING INSPECTOR. Inspects houses and premises for health and safety hazards, takes appropriate action, and makes required reports. For example:

(a) Inspects the ventilation, lighting, drainage, garbage chutes, toilets, bathing facilities, rat-proofing, overcrowding, general cleanliness, and sanitation of premises of apartment houses, rooming houses, and hotels, and orders elimination of nuisances such as smoke, cooking in prohibited places, or the unlawful keeping of animals on premises.

(b) Inspects houses or premises for defective furnaces, chimneys, stoves, heaters, accumulation of rubbish, obstructed exits or fire escapes, improper storage of oil or gas, or other conditions contrary to law or ordinance that might constitute a fire or safety hazard or a public menace.